



# **Notes from the Director**

**No. 14**

4 November 1977

## **DDO REDUCTION IN FORCE**

The DDO has completed notification of all those employees who will be affected by the FY 1978 personnel reduction program. It has not been an easy task for any of us, but I sincerely believe that these reductions are essential to the long-term health of the DDO as an organization. If we are to attract high-quality people, we must present job opportunities that represent a meaningful challenge to them. We cannot be a proud and efficient organization if we are over-staffed. We will endeavor in every way to find other openings within the Agency for DDO people whose skills can be transferred, and to locate others in outside employment. Finally, I would emphasize that our objective in this action has been to strengthen the DDO and to build for its future.

## **CIA TOURS**

As a result of the CIA family tours that were conducted on a test basis on three successive Saturdays, we have concluded that it would be impractical to provide regular public tours at Headquarters. We will, however, continue to provide recognized groups an opportunity to visit the Agency when the visit can be scheduled well in advance. This decision will be announced in a news release on 4 November, which is printed below in its entirety.

## **DECISION MADE ON CIA TOURS**

The CIA will provide groups from recognized organizations and institutions an opportunity to visit its Headquarters building in Langley, Virginia.

However, after several weeks of testing, it has been determined that the Central Intelligence Agency cannot provide regular public tours of the Headquarters.

Serious consideration had been given to such a project for several months. Eight trial tours for members of Agency employees' families were conducted. About 3,700 persons participated in those tours, which consisted of a slide presentation on the history of intelligence and the viewing of several exhibits on the ground floor of the Headquarters building.

The trials confirmed that a wide variety of logistics problems would make it impossible to conduct tours for the general public. It is impractical to conduct public tours on working days because visitors would interfere with the normal business of the Agency. Public tours on weekends also were ruled out primarily because of the very limited number of people who could be accommodated, with the attendant problem of arranging an equitable means of distributing tickets. The number of Agency personnel necessary to operate the tours and maintain necessary security also proved prohibitive.

Arrangements for group visits will be handled on a case by case basis and will only be scheduled for evening hours or on Saturdays. Groups desiring to visit the CIA are advised to write to the CIA Public Affairs Office at least two months in advance of the proposed visit date.

Some of the exhibits used in the test tours will be converted into permanent displays for viewing during such visits.

## **QUESTIONS FROM OVERSEAS TRIP**

STAT

STAT

## MINORITY EMPLOYMENT

The progress we are making in hiring minority applicants is most gratifying. The Office of Personnel has just reported that during Fiscal Year 1977, we entered on duty [ ] minority applicants [ ] compared to [ ] in Fiscal Year 1976. This represents an increase of approximately 54% over Fiscal Year 1976, and is the largest number of minorities the Agency has entered on duty in any 12-month period in its entire history. It is also encouraging that the 4th quarter statistics indicate an upward trend in the number of minorities hired, and that some are in the middle grades. The new Fiscal Year is starting off well as we have entered on duty [ ] minority applicants [ ] in the first month. This is the highest number of minority applicants we have ever entered on duty in a one month period. I commend the Office of Personnel and those Minority Employment Coordinators who are working diligently to improve the Agency's position in this all important field.

STAT

STAT

STAT

STAT

STAT

STAT



**STANSFIELD TURNER**  
Director